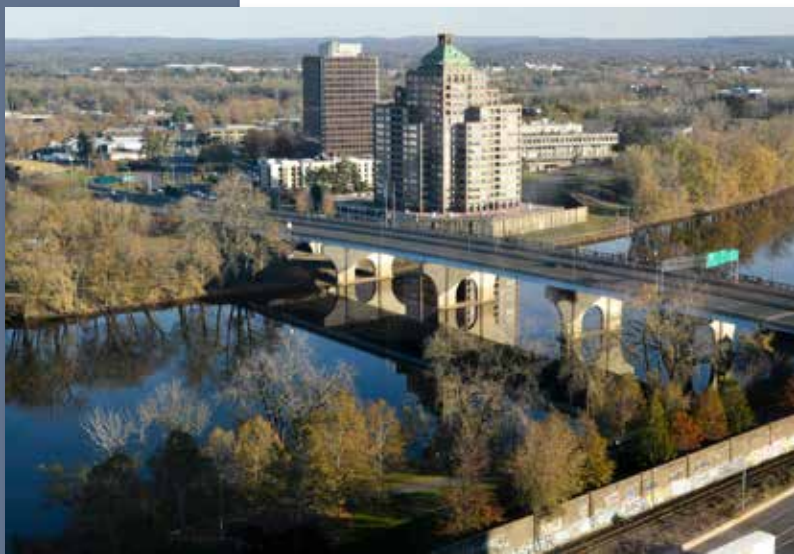




Department of Administrative Services

DIRECTOR OF COLLECTION SERVICES

The State of Connecticut through the Department of Administrative Services is looking for a new leader to administer its Collection Services Division. This Division is responsible for the recovery of funds for human services, public assistance and other services provided or funded by the State, leading to an increase in revenue.



The Director of Collection Services manages a staff of approximately 50 people who are responsible for billing for Medicare, Medicaid and other services provided to individuals by state agencies and for collecting money due to the state from several sources. The incumbent in this exciting role must have knowledge of public administration, legislative and statutory budgetary processes, as well as the ability to utilize Information Technology systems to create effective solutions for streamlining processes and procedures.



WHO WE'RE LOOKING FOR

The successful candidate will possess:

- Experience with Medicaid and Medicare revenue cycle management;
- Knowledge of billing procedures utilizing standard systems and programs such as the Medicare Electronic Data Interchange (EDI) and state Medicaid programs (e.g., Husky Care, Children's Health Insurance Program, CT Department of Social Services' services etc.);
- Experience enforcing administrative and physical safeguards as required by the Health Insurance Portability and Accountability Act (HIPAA);
- Ability to assist the HIPAA compliance team with its regular HIPAA assessments;
- Ability to consult and work directly with leadership personnel across various departments and divisions advising on key processes and identifying resource needs in order to improve operations, productivity and collection rates;
- Experience with collections, probate and lien enforcement processes.



EXPERIENCE AND TRAINING

The Director of Collection Services requires a General Experience minimum of ten (10) years of experience in hospital billing, collection of accounts, estate management, investigating determination of claims, business or public administration. Three (3) years of the General Experience must have been in a supervisory or management capacity. For state employees, this is the level of Reimbursement Team Leader or above.

Substitutions Allowed:

- College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
- A Master's degree in a closely related field may be substituted for one (1) additional year of the General Experience.
- A law degree may be substituted for one (1) additional year of the General Experience.
- For state employees, three (3) years of experience at the level of Reimbursement Team Leader or two (2) years at the level of Collection Services Assistant Director may be substituted for the General Experience and Special Experience.



“CONNECTICUT IS STILL REVOLUTIONARY”

Still Revolutionary speaks to Connecticut's deep roots in the founding of this country and reminds us that we still have that independent, revolutionary spirit. For centuries we have been the home of literary greats, innovators and natural wonders — an incredibly diverse array of products and talent, all right here in Connecticut.

Governor Dannel P. Malloy



CONNECTICUT

Just as it has for centuries, Connecticut remains a haven for original ideas and fresh thinking! The state is a rich tapestry of interesting small towns and constantly evolving urban centers. More than any other New England state, we offer a blend of incredible natural beauty and sophisticated cultural options all within close proximity of each other as well to neighboring states. Connecticut possesses a level of taste and refinement with a personable, down to earth quality that is open and inviting. Come and share our excitement about the rich diversity of experiences Connecticut has to offer!



COMPENSATION PACKAGE

Salary range **\$109,846 to \$149,770**. The total compensation package plan includes a generous benefit package worth over 50 percent of the employee's salary. Benefits and options include: extensive medical and dental insurance options, long and short term disability, life insurance, excellent retirement plan, deferred compensation plan, a generous vacation plan, personal leave, sick leave, 12 paid holidays, dependent care assistance program, and medical flexible spending account program. For more information go to:

<https://portal.ct.gov/DAS/smART/General-Employee-Benefits>

TO APPLY

Application Instructions: Interested and qualified candidates are invited to apply for this exciting opportunity at <https://www.jobapscloud.com/CT/>.

Candidates are required to submit a resume in the Resume Tab of their application.

Questions about these required documents should be directed to Theresa Judge, at **Theresa.Judge@ct.gov** or **860-713-5319**.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.